

CLASS SPECIFICATION

County of Fairfax, Virginia

CLASS CODE: 1082

TITLE: DEPUTY DIRECTOR, OFFICE OF COMMUNITY REVITALIZATION & REINVESTMENT (OCRR)

GRADE: S-32

DEFINITION:

Under the general direction of the Director, OCRR, assists the director in all aspects of operations, administration and policy planning for the OCRR; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Director, OCRR in that the Deputy, OCRR assists the director in all aspects of the operations of the office and its programs while the Director, OCRR has overall responsibility for the office.

ILLUSTRATIVE DUTIES:

Develops and implements commercial revitalization and reinvestment initiatives, projects and programs;
Structures and negotiates real estate transactions;
Coordinates with County departments and other agencies and local revitalization organizations, the business community, citizens, and investors to initiate revitalization and reinvestment initiatives;
Initiates and coordinates capital projects related to redevelopment or revitalization;
Create and maintain strong network of business relationships to promote, implement and sustain commercial revitalization programs and initiatives;
Forecast trends and anticipate service requirements;
Participate in the development of a strategic plan, goals and objectives, and performance measures;
Assist the director in the planning and development of commercial revitalization and reinvestment strategies and programs;
Leads studies designed to evaluate services and programs;
Supervises the day-to-day work of subordinate staff;
Assist the director in preparation and execution of the budget;
Assists the director in ensuring adequate supervision, staffing, training, and development of staff in the OCRR.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, methods and problems of public administration, organization management and planning;
Knowledge of the principles and practices of planning and development in the public sector;
Specialized knowledge in land use, capital improvements, and commercial development and redevelopment;

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Knowledge of laws and statutes related to redevelopment and revitalization;
Knowledge of the principles and methods of planning, zoning, and redevelopment;
Ability to establish and maintain effective relationships with other OCRR staff, peers, elected officials, citizen groups, boards, commissions and other agencies;
Ability to develop and implement office goals and objectives;
Ability to effectively supervise subordinate staff;
Ability to communicate clearly and concisely.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
A Bachelor's degree in planning, economics, or a related field from an accredited college or university plus five years of increasingly responsible planning, community development/redevelopment, real estate finance, zoning or economic development experience, to include supervision in the area of planning, zoning or development.

CERTIFICATES AND LICENSES REQUIRED:

This position will be subject to a criminal history record check and a credit check as a condition of hiring.

ESTABLISHED: April 12, 2007